

REQUISITION NO:	<u>OOC02812453</u>	DATE POSTED:	<u>09/06/16</u>
POSITION NO:	<u>212889</u>	CLOSING DATE:	<u>09/19/16</u>
POSITION TITLE:	<u>Accounts Maintenance Specialist</u>		
DEPARTMENT NAME / WORKSITE:	<u>Office of the Controller / Purchasing Section / Window Rock, AZ</u>		
WORK DAYS:	<u>Mon. - Fri.</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	<u>8am - 5pm.</u>	PART TIME:	<input type="checkbox"/>
		SEASONAL:	<input type="checkbox"/>
		TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	<u>          </u>
		DURATION :	<u>          </u>
		GRADE/STEP:	<u>AB58A</u>
		\$	<u>24128.00</u> PER ANNUM
		\$	<u>11.60</u> PER HOUR

Prepares and verifies amounts and codes for various standard accounting entries, data input, or other forms; encodes and obtains necessary approvals for processing; sorts documents and posts debits/credits to proper accounts, balances and reconciles accounting records with tribal accounting system; makes necessary corrections. Maintains accounting processes or procedures, setting up three way-matches for accounts payable. Verifies billing statements/invoices and prepares for authorization; checks for completeness and compliance with tribal regulations; contacts various Nation personnel to resolve, research discrepancies or problems; answers inquiries regarding work being performed; generates open commitment reports for various Navajo Nation programs.